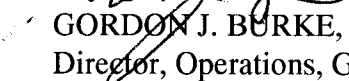




SEP - 4 2008

DIRECTOR'S MEMORANDUM 11-08

FOR: ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

FROM:  GORDON J. BURKE, JR.
Director, Operations, Grants and Transition Programs

SUBJECT: The Jobs for Veterans Expert Team (JVET)

- I. **Purpose:** To re-designate the Disabled Veterans' Outreach Program (DVOP)/Local Veterans' Employment Representative (LVER) Expert Cluster (DLEC) as the Jobs for Veterans Expert Team (JVET) and redefine the nomination, selection and resource planning process.
- II. **Background:** The JVET (*formerly, DLEC*) was established in 1996 to provide assistance on national objectives related to the Jobs for Veterans State Grant (JVSG) programs by developing work products, drafting proposed guidance, reviewing annual funding requests, and completing planned and *ad hoc* assignments relative to the Veterans' Employment and Training Service (VETS') mission.

The JVET supports the VETS' mission by providing input on recommended policies and directives and offering alternative positions for consideration within VETS. Members work independently, in small teams, or as a whole unit as required by the scope of the assignment. Service on the team is intended to ensure decision-makers incorporate the field perspective from those best able to introduce it, but also serves as a capacity-building experience for field staff and provides team members with further insight into VETS programs, grants and special projects that they would not normally acquire through their day to day activities.
- III. **Rescissions:** This directive supersedes Director's Memorandum (DM) 06-06, dated January 31, 2006.
- IV. **Size and Configuration of the Workgroup:** The JVET will consist of six members, each representing one of VETS' six regions. Members will serve at the pleasure of their respective Regional Administrator for a period of two years, with three members rotating off each fiscal year so that each JVET consists of a mix of new and continuing members. To

align terms of appointment with the Department of Labor's annual performance appraisal period, new appointments will begin each October 1st and end two years later on September 30th.

The rotation schedule remains the same as previously established, so that in Fiscal Year (FY) 2009 workgroup members from the Atlanta, Chicago, and Philadelphia regions will be replaced in even numbered fiscal years. JNET members from the Boston, Dallas and San Francisco regions will be replaced in odd numbered fiscal years in accordance with the three year schedule shown below. Please note that the rotation schedule and tenure for members' participation is subject to change at the discretion of the RAVETs in consultation with the Director of Operations Grants and Transition Programs (OGTP) if the member's program or regional requirements necessitate rotational augmentation.

Region	FY 2009	FY 2010	FY 2011
Boston	New Member	Continuing	New Member
Philadelphia	Continuing	New Member	Continuing
Atlanta	Continuing	New Member	Continuing
Chicago	Continuing	New Member	Continuing
Dallas	New Member	Continuing	New Member
San Francisco	New Member	Continuing	New Member

- V. Workgroup Member and Regional Responsibilities:** The JNET will provide assistance to the Jobs for Veterans Lead Center (JVLC) and National Office to complete special work assignments, draft policy directives, analyze data, review grant applications/modification requests and provide reports as requested. Most JNET assignments will be accomplished via email and telephone. Teams will travel to central locations to complete special projects as deemed necessary by the National Office and as funding permits. Travel authorizations for JNET members for trips relating to their assignments will be developed in coordination with their respective regional offices and VETS' Office of Administration, Management and Budget (OAMB). JNET members should plan for two meetings per year. One weeklong planning meeting per year may be scheduled within the first few weeks of a new fiscal year for planning purposes. A second one or two-week meeting to review grant applications or modifications should be planned for each summer. The cost for any JNET meetings will not be incurred by the regions; rather funding will be planned by the JVLC and incorporated into the OGTP travel budget at the National Office for all expected JNET travel.

During years when a new multi-year grant cycle will be published, such as in FY 2009 for the 2010-2014 grant period, JNET members should plan for two weeks of travel to conduct the JVSG state plan review process. The additional week will allow the team sufficient time to review the more complex state plans expected at the beginning of a new grant cycle.

JNET members are expected to devote up to 20% of their work time, or the equivalent of one 8 hour day per week, to assigned projects. Membership provides an excellent opportunity for VETS employees to expand their skills, knowledge, and experiences while

enhancing their potential for career advancement. At a minimum, each JVET member will participate in the following:

- A. Development of an Annual Performance Plan (APP):** Early in the first FY quarter, the JVET will coordinate with the JVLC and National Office to develop a list of proposed work items. Upon approval by the National Office, this list will be finalized and will include the benchmarks and associated timelines to complete each item. When funding permits, this will be accomplished by traveling to a central location for a planning meeting early in the first or second FY quarter. The APP will serve as the principal guide for workgroup travel and activities throughout the year.

During the first meeting of each fiscal year, either the JVET will nominate a senior member (2nd year participant) to act as group Lead or a lead will be appointed, upon the approval of the Director of OGTP in consultation with the supervisor and or RAVET for the proposed JVET Lead. The JVET Lead will be responsible for the development of a methodology to track activities and coordinate information and work flow to complete the tasks developed in the APP. The JVET Lead will periodically update the tracking mechanism and forward it via email to all team members, the JVLC Coordinator, and the JVSG Program Lead.

- B. Completion of Ad Hoc Assignments:** JVET members may be called upon throughout the year to complete *ad hoc* assignments. These requests will be made only when necessary and in response to unscheduled tasks identified by the National Office that are urgent and require rapid response. When assigned, *ad hoc* assignments will be added to the Annual Performance Plan for tracking purposes. RAVET(s) will be advised of *ad hoc* assignments. To the greatest extent possible, *ad hoc* assignments will not cause team members to exceed the 20% work time guideline.
- C. Conference Calls:** The JVET will be authorized to conduct recurring conference calls on a schedule established by the team. The JVET Lead or Lead Center Coordinator will schedule the calls, prepare an agenda, send a reminder to appropriate individuals prior to each conference call, and ensure that notes are taken during each call.
- D. Subject Matter Expert (SME) Conference Calls:** The JVET may develop topics of interest for discussion and identify points of contact for up to five SME conference calls per calendar year, based on team member recommendations. The JVET Lead or Lead Center Coordinator will invite appropriate speakers or SMEs to discuss the topic or issue. Representatives of the National Veterans' Training Institute, National Association of State Workforce Agencies, VETS staff and other interested parties may be contacted to participate in these calls and/or be the SME.

- VI. Performance Appraisals:** A performance element will be provided to each JVET member's supervisor to be added to their performance plan. Following consultation with the JVET member's supervisor, the Lead Center Coordinator will provide each member

with a mid-year review and will provide the team member's supervisor with an assessment of their specific JVET performance within two weeks of September 30th of each year for inclusion in the supervisor's annual appraisal of his or her subordinate.

VII. Self-Nomination and Selection Process: Any VETS field staff person interested in serving on the JVET should submit a self-nomination through their immediate supervisor to their RAVET. The nomination forms for the RAVETs selected nominee can be submitted by the RAVET via email or fax to the Lead Center Coordinator. JVET members who wish to continue serving need only notify their supervisor and RAVET who will in turn notify the Lead Center Coordinator that they will be continuing for a second year.

Self-nominations can be made in any format, but to the greatest extent possible will address the applicant's knowledge and experience, or interest in becoming knowledgeable in processes surrounding the VETS programs, grants and special projects. Members should have strong analytical and writing skills, be able to communicate effectively, and have an interest in the developmental processes involved in VETS' programs. Applicants are encouraged to use the Self-Nomination Resume Format found on the last page of this DM.

Once selections are made and submitted, the Lead Center Coordinator will notify the supervisor and the selected employee chosen to participate of their meetings, conference call logistics and their duties and responsibilities. New team members will be introduced by departing team members on the first conference call conducted each fiscal year.

If there are no self-nominations from a particular region, the RAVET may assign individuals to serve on the JVET and will inform the Jobs for Veterans Lead Center Coordinator and Director of OGTP of their selection.

VIII. Actions Required:

- A. Upon issuance of this directive, RAVETs with vacancies on the JVET (as determined by the rotation schedule in Paragraph IV.) will solicit self-nominations from field staff within their area of responsibility. The solicitation for self-nominations will include a due date for submission by field staff and their supervisors that allow RAVET(s) to make his or her selection and inform the Lead Center Coordinator of such selection prior to September 15th.
- B. Field Staff will submit self nominations to their supervisors.
- C. Supervisors will include their recommendations and forward the self-nomination to the RAVET.
- D. The RAVET will provide copies of all self-nominations and submit their selection to the Lead Center Coordinator by September 15th according to the rotational schedule described in this memorandum.

- E. Beginning in August of each subsequent year, the Lead Center Coordinator will notify the affected RAVETs to begin recruitment for JVET vacancies. The action items in A. through D. above will apply.

NOTE: As vacancies occur out of cycle, they will be announced and filled. The affected RAVET should request nominations and process them in an expeditious manner to allow the JVET to continue with minimal interruption.

- IX. **Inquiries:** Questions regarding the procedures set forth in this memorandum should be directed to the Lead Center Coordinator Joel Delofsky at (312) 353-4942 or by email at delofsky.joel@dol.gov.

- X. **Expiration Date:** When superseded or rescinded.

Attachments:

JVET Self-Nomination Resume Format (found on the last page of this DM)